

ATTACHMENT #5

CERTIFICATE OF ACCEPTANCE AND DISBURSEMENT AUTHORIZATION

A Certificate of Acceptance and Disbursement Authorization shall be provided by the Clay County Department (Lessee) to the Contractor (Lessor). The following shall serve as a guideline for the establishment of such a document. The actual document executed may differ in format but shall not conflict with the Master Lease Contract nor shall it include terms and conditions not included in or allowed by the Master Lease Contract.

CLAY COUNTY LEASE NO.: _____

1. REQUESTING COUNTY DEPARTMENT / BILLING ADDRESS

County Name: _____
County Address: _____
City, State / Zip Code: _____
County Contact: _____
Contact Phone No.: _____
Contact E-Mail: _____

2. ELIGIBLE PROPERTY TO BE LEASED

Description Brand/Model/Serial No./Location	Quantity

3. CERTIFICATION OF ACCEPTANCE:

Pursuant to the lease of the above described Eligible Property, the Clay County Department (Lessee) hereby certifies and represents to the Lessor as follows:

- (a) All of the Eligible Property listed above has been delivered, installed and accepted by the County Department on the date hereof.
- (b) The County Department has conducted such inspection and/or testing of the Eligible Property listed above as it deems necessary and appropriate and hereby acknowledges that it accepts the Eligible Property for all purposes intended.

4. DISBURSEMENT AUTHORIZATION AND REQUEST:

Pursuant to the lease of the above described Eligible Property, the County Department (Lessee) hereby authorizes and requests payment be made to the provider of subject Eligible Property in the amount specified in the applicable lease schedule and referred to as the "original lease (principal) amount."

Payment shall be made in the form of a check / bank draft **(choose one)** and be made payable to the provider of the Eligible Property as indicated below.

AUTHORIZED BY:

Lessee (Clay County Department):

Signature: _____
Printed Name: _____
Title: _____
Organization: _____
Date: _____

Payment shall be made within five business days of the receipt of this document by the Contractor (Lessor).